

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff
THRU : Asst. to DD/I (Admin.)
FROM : Chief, Administrative Staff, PIC

DATE: 26 July 1960

SUBJECT: PIC Records Inventory, Fiscal Year 1960

REF : Memo from the Chief, Records Management Staff, dated 24 June 1960,
subject: Measuring Effectiveness of the Records Management Program.

1. As requested in the referenced memorandum, data concerning the Photographic Intelligence Center's implementation of the Records Management Program for the FY 1960 is submitted herewith.

2. An inventory of PIC records for FY 1960 yielded the following figures:

- (a) Records on hand at the end of FY 1959 was cubic feet.
- (b) Records destroyed during FY 1960 was 863 cubic feet.
- (c) Records on hand at the end of FY 1960 was cubic feet.

3. It should be noted that paragraph 2(a) above was previously reported at the end of FY 1959 as cubic feet. The cubic footage is now corrected to read cubic feet. This error was due to a failure of converting linear footage of open shelf files to cubic footage.

4. The establishment of a Records Control Schedule for PIC is currently under way. It is expected that a schedule can be forwarded in the not too distant future.

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25 YEAR RE-REVIEW

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